



Kentucky Personnel Cabinet
Office of the Secretary Nikki Jackson

FOR IMMEDIATE RELEASE

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Employee Suggestion System Saves More Than \$9.2 Million this Year

FRANKFORT, KY (February 26, 2008)- At the 28th Employee Suggestion System (ESS) Awards Ceremony which was held on February 19, 2008, at the Governor's Mansion, Gov. Steve Beshear and Personnel Cabinet Secretary Nikki R. Jackson, recognized 44 state employees for finding innovative ways to improve state government operations.

Three suggestions with the highest first-year savings recognized at the awards ceremony were:

Patricia Barlow and James Bradley, Finance & Administration Cabinet, Department of Revenue, suggested moving the collection of apportioned vehicle property tax to Motor Carriers, collected at the time of IRP registration nationwide and across Canada. This resulted in 100% compliance and streamlined the tax process. This suggestion generated more than **\$9 million** in revenue during the first year.

LaShana Harris, Cabinet for Health & Family Services, suggested that Kentucky collect administrative service fees, as other states do, for child abuse and neglect background checks. This suggestion generated revenue the first year in the amount of **\$421,000**.

Nancy Doom, Tera Vincent, and Teresa Peters, Justice & Public Safety Cabinet, suggested that the Department of Corrections initiate videoconferencing between courts and correctional facilities in order to reduce transportation of inmates to court appearances. This joint suggestion resulted in a first-year savings of **\$212,583**.

Each one of these three suggestions was awarded \$2,500. In case of a joint suggestion, the awarded amount was divided among recipients.

"We need to show the taxpayers of this state that we spend their money wisely and cost-effectively, that we are constantly looking for ways to improve our operations" said Gov. Beshear. "Programs such as the Employee Suggestion System illustrate that we take our responsibility as stewards of tax revenue seriously. I personally thank each employee who participated, and ESS council members for their hard work."

Each employee was presented an award by their cabinet/agency head. The cash awards received by these state employees amounted to \$33,935. Their suggestions represent a first-year savings of \$9,271,631. The complete list of this years recipients is as follows:

COMMERCE CABINET

Lucinda Sutton (Madison County)

Ms. Sutton suggested that the Artisan Center market to businesses and corporations by offering discounts on large purchases, special wrapping designs and promoting the Artisan Center as a meeting place and seminar site.

Robert Triplett II (Boyd County)

Mr. Triplett suggested numbered trail markings every tenth of a mile or so on trails at the state parks. This is for a number of safety precautions, specifically, in case someone is lost or injured.

EDUCATION CABINET

Ronald Critchfield (Boyle County)

Mr. Critchfield suggested a redesign of the Professional Librarian Certificate from 10 x 14 to 8.5 x 11, this change allowed the department to print the certificates in-house instead of outsourcing.

Jonathan Carlisle (Franklin County)

Mr. Carlisle suggested that the KY Department of Libraries and Archives allow requests for copies of records by state agencies FBI, AOC, county clerks and others through a form on the website and by email.

Cynthia Snapp (Woodford County)

Ms. Snapp suggested that the street address be added to the signage in front of the KY Department of Libraries and Archives building and the lighting on the sign be improved. These minor changes provide better access to the building in case of an emergency and make it easier for the public to find the building.

ENVIRONMENTAL & PUBLIC PROTECTION CABINET

Robin Bingham (Franklin County)

Mr. Bingham suggested that the Division of Healthcare Facilities & Services start charging a \$35 service fee on all returned checks.

Veronica Brown (Shelby County) and **Vickie Prather** (Franklin County)

Ms. Brown and Ms. Prather suggested that the Division of Water start using a monitoring report form that is provided by the federal government free of charge, saving the cost of purchasing the form.

Tammy Downey (Franklin County)

Ms. Downey suggested that the Office of Charitable Gaming start billing applicants for the required background checks on a CEO, CFO, and chairpersons listed on gaming applications.

Jerry Kilby (Boyle County)

Mr. Kilby suggested that the KY Office for Occupational Safety and Health provide job-related safety and health standards upon request to companies operating in Kentucky on CD, saving printing and postage costs.

Stephanie Marshall (Carroll County)

Ms. Marshall suggested that inspections and daily logs be shared with other workers electronically, saving reams of paper, postage and storage space.

Brian Raley (Franklin County) and **Teresa Sanders** (Fayette County)

Mr. Raley and Ms. Sanders suggested that T-1 lines, located at race tracks throughout the state, be turned off when licensing offices are closed. In addition, they suggested turning

off a line at Ellis Park Race Track that sits on the Indiana side of the river and installing a satellite dish instead.

Sandra Partin (Shelby County)

Ms. Partin suggested that the cabinet submit a billing change to COT at the time an employee's ID is changed or deleted in various systems instead of waiting for the billing cycle.

John Sammons (Clark County)

Mr. Sammons suggested eliminating computer file backups on Saturdays and Sundays.

Julie Smoak (Fayette County)

Ms. Smoak's suggestion was to stop giving free vaccinations to Department of Environmental Protection employees with a potential for occupational exposure because the vaccinations are not recommended by either the federal Center for Disease Control or the State Chief of Communicable Disease.

Margaret Wright (Henry County)

Ms. Wright suggested that health and safety brochures be made available through the Department of Labor's website instead of printing and mailing these brochures.

EINANCE CABINET

James Bradley (Mercer County) and **Patricia Barlow** (Franklin County)

Mr. Bradley and Ms. Barlow suggested that the collection of apportioned vehicle property tax be moved to Division of Motor Carriers and collected at the time of IRP registration nationwide and across Canada. This ensures 100% compliance and streamlined the tax processes for the motor carrier industry.

KY BOARD OF NURSING

Dana Scruse (Jefferson County)

Ms. Scruse suggested that the KY Board of Nursing alter the design of the Agreed Order with Nurses form for nurses that have violated KY Nursing Regulations. This would deter nurses from altering the document prior to submitting it to their employers.

KY COMMISSION ON HUMAN RIGHTS

Aneeka Ferrell (Jefferson County)

Ms. Ferrell's suggestion was to update and increase information on the KY Commission on Human Rights web page to provide the general public with a clearer, concise view of the history, purpose and function of the agency.

CABINET FOR HEALTH & FAMILY SERVICES

Mary Akers (Pike County)

Ms. Akers suggested a redesign of an irregular-size form so staff could print the form, rather than having the forms pre-printed.

Brian Combs (Knott County)

Mr. Combs received an award for two suggestions. One suggestion was for the Department for Community Based Services to place "Exchange Only" and "Photo ID Required" on a PA 32 form to prevent fraud. His second suggestion developed a computer program that alerts staff when a safety concern is in the building.

Joyce DeAeth (Fayette County)

Ms. DeAeth suggested that the monthly Food Stamp Quality Control Universe Listing be saved on disc, rather than maintained in a hardcopy format.

LaShana Harris (Franklin County)

Ms. Harris proposed that Kentucky collect administrative service fees, as other states do, for child abuse and neglect background checks.

David Knapp (Jefferson County)

Mr. Knapp suggested classroom-based training be transferred to an online format, thus eliminating travel costs.

Janice Lunsford (Franklin County)

Ms. Lunsford proposed that a process for submitting negotiations for MHMR contracts be completed electronically, rather than via hardcopy documents.

Kalan Slattery (Franklin County)

Ms. Slattery proposed that Kentucky collect administrative service fees, like other states, to collect and distribute data to consultants and hospitals regarding Disproportionate Share Hospital Eligibility Files.

Stephanie Whitaker (Fayette County)

Ms. Whitaker recommended that reporting for investigations of welfare fraud cases be moved to an electronic system, rather than hardcopy.

JUSTICE CABINET

Nancy Doom (Crittenden County), **Tera Vincent** (Jefferson County), and **Teresa Peters** (Caldwell County)

These three employees submitted a joint suggestion to initiate videoconferencing between the courts and correctional facilities in order to reduce transportation of inmates for court appearances.

Michael Fint (Franklin County)

Mr. Fint suggested that letterhead with the appropriate address be provided to the Kentucky State Police offices located at Louisville Road to eliminate the confusion created by using the KSP headquarter address on all letterhead for KSP offices in Frankfort.

Amy Ganschow (Henry County)

Ms. Ganschow suggested that the Department of Corrections stop contracting with a restaurant in LaGrange to feed students lunch while attending training. The students now eat lunch at the correctional institution.

Corbet Gibbs (Wolfe County)

Mr. Gibbs suggested scanning certain forms into an electronic file system in order to cut down on paper use, postage and time for the Department of Corrections and Parole Board staff

PERSONNEL CABINET

Jeff Hockensmith (Franklin County)

Mr. Hockensmith suggested that the Division of Workers' Compensation add information to the third party database for the Division of Forestry in order to better track their employees separately such as seasonal firefighters. Jeff also suggested that each correctional facility be entered separately to better track the individual institutions. This will assist the safety program in reviewing higher risk areas and targeting specific training.

Tina Goodman (Franklin County)

Ms. Goodman suggested that the Personnel Cabinet issue service certificates based on an

employee's sick leave months which are a more accurate reflection of an employee's work history.

TRANSPORTATION CABINET

Gina Bartley (Pike County)

Ms. Bartley suggested adding reflective tape to snowplow blades ensuring that the blade parameters are visible to oncoming traffic in low light conditions.

Maurice Clayton (Warren County)

Mr. Clayton suggested installing a door at the highway maintenance facility to keep heating and air conditioning from escaping into the open garage area. This action has resulted in lower energy costs.

Stella Dean (Franklin County)

Ms. Dean submitted two suggestions. Her first suggestion was to add the Division of Motor Carrier's web address to the issued Temporary Fuel and Non-Reciprocal Permits; thereby, providing information where they have access to forms and instructions. Her second suggestion was to eliminate the year on the Solid Waste Renewal Form which has streamlined the process, saved time, materials and eliminated revision of the form.

Loretta Fowler (Shelby County)

Ms. Fowler suggested using postcards instead of letters to inform customers to pick up their special license plates. This is an efficient method of communication and provides excellent customer service.

Willie Payton (Franklin County)

Mr. Payton suggested that all commercial truck licenses be annually renewed with a registration decal instead of new license plate.

Tonya Terrell (Franklin County)

Ms. Terrell suggested the creation and implementation of a state form, "Affidavit of Mileage Correction." This form will ensure that uniform and correct information is submitted properly. This form is now available to all county clerks and customers on-line, by mail or fax.

John Tomlinson (Franklin County)

Mr. Tomlinson suggested the Transportation Cabinet refrain from requiring samples of wire, cable and conduit to be submitted for inspection and approval in the Divisions of Materials Sampling and Testing Manual. These items are already approved via cut sheet submittals and inspected by the resident engineer for conformity to plans and specifications.

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